You may want to explain your rationale for the changes. You can do this by adding comments to the changes you made or by adding general comments to the spreadsheet.

Adding comments to changes

Calc automatically adds to any recorded change a comment that describes what was changed (for example, *Cell B4 changed from '9' to '4'*). Reviewers and authors can add their own comments to explain their reasons for the changes or provide any other helpful insights.

To add a comment to a change:

1) Make the change to the spreadsheet.

2) Select the cell with the change.

3) Choose **Edit > Track Changes > Comment** on the Menu bar. A small dialog opens. Type your comment and click **OK**. See Figure 415.

✅ **Note**

Do **not** use **Insert > Comment** on the Menu bar or the context menu for this purpose. Comments inserted using that method are handled differently (see "Adding other (general) comments" on page 410) and do not appear in the Manage Changes dialog.
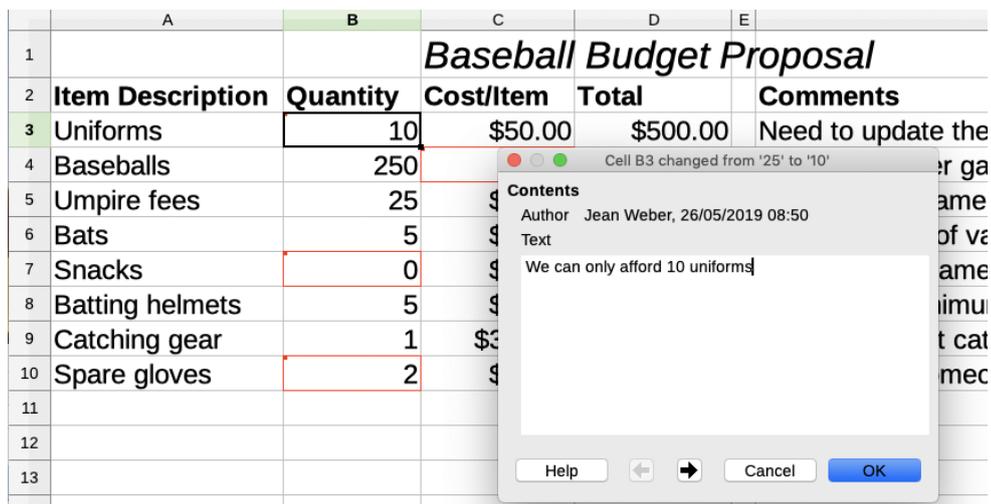

Figure 415: Entering a comment associated with a change

After you have added a comment to a changed cell, you can see the change and the comment by hovering the mouse pointer over the cell, as shown in Figure 416.
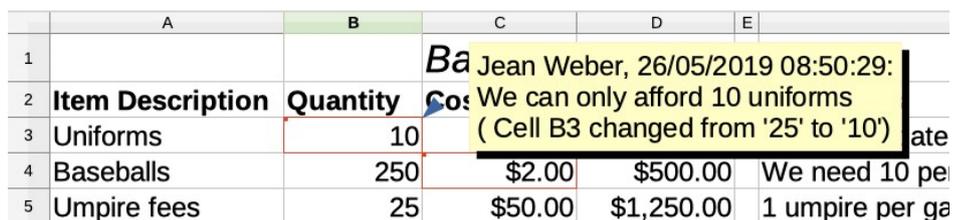
Figure 416: Comment added to cell B3

The comment also appears on the Manage Changes dialog when you are accepting and rejecting changes, as shown in the first line of Figure 420 on page 412.

Editing comments on changes

1) Select the cell with the change comment that you want to edit.